Surrey Schools
LEADERSHIP IN LEARNING

Research and Evaluation Department | Surrey School District (SD36)
14033 - 92nd Ave | Surrey, BC V3V 0B7

We would like to acknowledge that the lands on which we work, play, and learn, are on the traditional, unceded, and shared territory of the Katzie, Kwantlen, Semiahmoo, and other Coast Salish Peoples.

Please note this document is for your guidance only. You may use this document to review and input your responses. However, applications must be submitted through the online portal.

External Research Application

Application for permission to conduct research in the Surrey School District

Thank you for your interest in conducting research in the Surrey School District. The Surrey School District values research that contributes to improved educational outcomes for students. All individuals and organizations interested in conducting research within the district must have their proposals reviewed and approved by the Research and Evaluation Deparment. The district is particularly interested in research related to BC's redesigned curriculum: https://curriculum.gov.bc.ca/, and also the district's priority practices: https://surreylearning-bydesign.ca/.

In this application, you will be asked to provide an overview of your research, ethics approval from your university (as applicable), your intended participants and district sites (and recruitment of these participants), and all research materials. You will not be able to submit your application if you are missing information or documentation for your research.

Note: On average the review process for incoming research applications takes 4-6 weeks to process.

Who is this application for?

- If you are an employee of the district who is conducting research as part of a requirement for a degree program (master's thesis or Doctoral Dissertation)

- If you are a researcher from a university institution or an organization, and who is looking to conduct research in the Surrey School District.

Note: If you are an employee of Surrey schools working at DEC or REC and are in need of research/evaluation support as part of your job duties please see the following internal site.

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You will have 72 hours to complete and submit the application once you begin. If you do not complete the survey within this timeframe, your responses will be deleted from the system, and you will need to fill out the application again. If you start the survey and leave, it is not possible to guarantee your progress will be saved, and you may have to begin again. Because of this, we advise you to complete the application in a single session or complete this fillable PDF and transfer your responses to the online application when you are ready. Please note, we only accept applications through our online system.

If you have any questions, please contact the Research and Evaluation Department at: RESE-Office@surreyschools.ca.

Project Information

1. Name of principal investigator:

2. Email address:

3. Have you received research ethics approval from your home institution?

       Yes (you will be required to upload a PDF of your approval letter in the online application)

       Not applicable (as this study is not affiliated with a university)

       Yes, conditionally (provide conditions below)

       In approval review process

       No

Note: • Institutional Research Ethics Board approval is required of all higher education-affiliated projects. Surrey Schools will only review applications that have been approved/conditionally approved by their home institution.

    • You will be asked to upload your approval letter in the online application.

Surrey School Employee Information

4. Are you an employee of the Surrey School District?

       Yes

       No

5. What is your position within the Surrey School District?

Affiliation Information

6. Provide your affiliated university, institution, or organization in the box below.

Note: If you are not affiliated with any university, institution, or organization, and are looking to conduct personal research, we are unable to accommodate your request due to the high volume of research applications.

7. Provide your present position in the university, institution, or organization:

District Foci and Priority Practices Information

Surrey School District is committed to supporting ongoing professional learning through research, innovation, and collaboration. We do this in part by supporting our interrelated Priority Practices. More information on our priority Practices can be viewed here: Surrey Learning by Design - Priority Practices.

Surrey Schools believes that every learner is a unique individual with their own strengths, interests, and areas for growth. We support engaging and meaningful learning opportunities that are responsive to student needs and contexts. The district has four inquiry areas that can be reviewed here: Surrey Learning by Design - Our Inquiries.

Note: Surrey School District prioritizes research that aligns with at least one of our priority practices or district foci. Our district may reject research that does not align with at least one of our priority practices or district foci.

8. Which, if any, of the following Priority Practices would this project help to inform and/or enhance?
    Curriculum Design
    Quality Assessment
    Instructional Strategies
    Social and Emotional Learning

9. Which, if any, of the following district foci will this project connect to?
    Literacy
    Numeracy
    Transitions
    Student and/or employee well-being

10. Describe how your study aligns with the Priority Practices and district foci you selected above:

District Foci and Priority Practices Information

11. If applicable, please include the names of all other researchers who will be working on this project, including their institutions, email address, and role in the project:

Full Name	Institution/Organization	Email	Role in Research

Note: When conducting research with Surrey Schools, all researchers who are in contact with students and/or will be entering any facility in Surrey School District will need to have a current criminal record check prior to research approval being granted.

Study Information

12. Title of Study:

13. Preferred start and end date for study:
    a. Intended start date:
    b. Intended end date:

Participant Recruitment Information

14. Indicate how many participants you are seeking to recruit for the following groups:

> Students
> Teachers
> School Administrators and Support Staff
> Other Employee Group
> Parents, Guardians, and Family Members of Students
> I will not be including participants in this study

15. Are any participants you are seeking to recruit under your supervision as an employee of the district (e.g., Students in your classroom, students you provide counselling, staff you supervise as an administrator, etc.)?

> Yes (please describe below)
> No

Note: Surrey School District does not permit recruitment strategies where voluntary participation is at risk due to power differences (e.g., teachers recruiting their own students, or supervisors and school administrators recruiting their staff and supervisees).

16. Describe any other relevant characteristics of the participant subgroup included in your study (e.g., Indigenous students, Vice Principals, High School Science teachers, etc.):

17. How do you plan to recruit participants for your study (as the district does not advertise or promote external research within our district)?

18. List the school sites you will be contacting to include in your study. Researchers may not solicit interest from school employees to take part in studies that have not received approval:

Recruitment Materials Upload

19. Are you including any recruitment materials, including flyers or invitations, that you plan to distribute?

    Yes (attach any recruitment materials you will use to the online application)

    No

Note: • Recruitment materials do not include consent forms. You will submit copies of consent forms later in the online application.
- You are only able to upload 1 file. You will combine all recruitment materials into a single file later in the online application (PDF or Word Document).

Study Overview, Purpose, and Design

20. Provide an overview of your study, including your research questions:

21. Provide the study's purpose and significance:

22. Describe the study's methodology/research design:

23. What applicable research forms will you be uploading to your online research application?

Data collection instruments   Interview questions   Debriefing forms

Consent forms   Training materials   Other

Note: • We only review final versions of data collection instruments. Any revisions to data collection instruments during the process of data collection <u>must</u> be re-submitted for review.
  • You are only able to upload 1 file. You will need to combine all data collection instruments into a single file later in the online application (PDF or Word Document)..

Criminal Record Check Information

24. Do you have a criminal record check for yourself to upload?

Yes, I have a criminal record check to upload (you will be asked to upload your criminal record check on the online application)

Not yet, but I understand that a criminal record check is a requisite for research approval with the Surrey School District

Not applicable, as I already have a criminal record check on file as I am an employee for the Surrey School District

Not applicable, as my research does not involve students or vulnerable groups, nor will I be on school district property

Note: Individuals who do <u>not</u> work for the Surrey School District and who wish to conduct research with students and/or in schools must undergo a criminal record check with an additional vulnerable sector check. Receipt of the results of the criminal record check is a requisite to project approval. You can choose to complete a criminal record check prior to approval, or you may also wait for conditional study approval, at which time you will be provided with a form to be taken to your local police department, where you will then undergo a record check.

25. Do you have a criminal record check for your co-researchers to upload?

Yes, I have criminal record check(s) for my co-researcher(s) to upload (you will be asked to upload your criminal record check on to the online application)

Not yet, but I understand a criminal record check is a requisite for research approval with the Surrey School District

Not applicable, as they already have a criminal record check on file as they are an employee(s) for the Surrey School District

Not applicable, as I do not have co-researchers

Not applicable, as this research does not involve students or vulnerable groups, nor does this research take place on school property

Data Storage, Research Dissemination, Research Risk and External Funding

26. How do you plan to store your data in a safe manner that protects all data collected in your research?

27. Describe potential venues where results will be disseminated (e.g., thesis, journal publications, conference proceedings, course presentations, internal organization documents, marketing materials, etc.):

28. How would you categorize your study in terms of risk of harm to participants?
    Low
    Medium
    High

29. Explain your rating level for your research:

30. Will you be receiving any research funding for your study, including any grants, bursaries, or other awards?
    Yes (please describe the research activities that will be funded below)
    No